

## **Job Description:**

### **BPU WEBMASTER**

#### **DUTIES AND RESPONSIBILITIES :**

The BPU Webmaster is responsible for the management and development of the BPU's World Wide Web and Intranet sites. As part of the BPU Communications Division, the Webmaster reports to the Division's director – and works with the Information Technology Division (IT) – to ensure that the public is informed of Board decisions, meetings and activities.

As a manager and team leader, the Webmaster directs and leads the members of the web team – or carries out individually – the following functions, listed in descending order of required skills and expertise: Website Architecture; Application Development; Website Development; Website Design; and Website Maintenance. Complete descriptions of these functions are detailed below.

#### **Website Architecture**

The architect function includes a complete range of technologies to be employed throughout the website. It includes involvement in the project from start to finish – the ability to write the project plan, site requirements document, and site map. Outlining the technologies to be used for each step in the plan are all essential skills.

#### **Applications Developer**

Client server applications requires making use of Relational Database Management Systems and Server Side Programming. The applications developer function also requires a thorough understanding of Relational Database Management Systems (Oracle, MS SQL). The ability to use a server-side programming language to create web enabled client-server applications is essential.

#### **Website Development**

The developer function requires the ability to build the website on either the Unix or Windows platform with a thorough knowledge of each.

#### **Website Design**

The designer function requires the ability to create graphics, images, and animated images. The website designer function also requires experience in photo optimization and the ability to layout a webpage according to design specifications using HTML, Javascript, and CSS.

#### **Website Maintenance/Posting**

In order to post documents on the Web, the ability to convert documents from various software applications to a format that may be used on the Web – including PDF – is required.

## **KNOWLEDGE, SKILLS, ABILITIES, EDUCATION, AND EXPERIENCE:**

- ? Requires at least 2 to 3 years of experience as a Webmaster utilizing the following tools:
  - o JAVA, JavaScript, JSP, ASP, VB and XML, CSS;
  - o HTML, XML, SSI, and CGI;
  - o Adobe Photo Shop and Adobe Illustrator – knowledge of Macromedia Flash is a plus.
- ? Relies on experience and judgment to plan and accomplish goals.
- ? Performs a variety of tasks.
- ? A wide degree of creativity and latitude is required.

*Salary commensurate with experience.*

Questions and resumes should be directed to Chicqueta Britton-Nutt, Director of Administration at 973-648-2287 or at [chicqueta.britton-nutt@bpu.state.nj.us](mailto:chicqueta.britton-nutt@bpu.state.nj.us).

For more information about the New Jersey Board of Public Utilities, please visit our website at [www.bpu.state.nj.us](http://www.bpu.state.nj.us).

**Closing Date:** October 21, 2005